

**WiredWest Executive Committee Meeting Minutes**

**Date / time:** Wednesday, October 5, 2016 6:00 PM,

**Location / address:** Hampshire Council of Governments, 99 Main Street, Northampton, MA

Attendees: Jim Drawe, Jeremy Dunn, Charley Rose, MaryEllen Kennedy

Guests: Steve Nelson, Chris Lynch (Matrix)

Called to order at: 6:05pm

1. Approve minutes of previous meeting – Wed September 28, 2016 MEK moved, Charley seconded – approved unanimously
2. Review WiredWest Board of Director’s meeting Oct 1
	1. Document on MBI process – David Kulp) sent a timeline to Jim. Steve – from Todd – no need to have pole attachment agreement signed at this stage (problems with Verizon on insurance). Jim will edit David’s paper, then send to Outreach for publication.
	2. Steve thinks we should shorten the time to warn towns from 60 – 30 days. We’ll need to act fast. Wording does not require removal, WW will need to notify towns in a timely manner.
3. RFI response evaluation:
	1. Now Business Intelligence – Everett MA – website development, information technology prof svces, IT staffing
	2. Matrix Design Group –
	3. AnswerNet – customer service reps (Level 1 & 2)
	4. Atlantis –
	5. Momentum Telecom (Phila PA) - VoIP
	6. EX2 (formerly G4S) – engineering, construction, maintenance – “turnkey network deployment”
	7. ISPN Internet Services – Helpdesk (cust service), provider support systems
	8. FullChannel + Sertex -accounting, sales, marketing,
	9. HCOG – accounting, customer service (they support electric customers), IT services
	10. GLDS –
	11. Wide Open Networks (Design9) – Network Ops, marketing, biz admin, billing
	12. Vtech Solutions Inc – IT solutions, IT Staffing, project mgt, marketing,
	13. Fujitsu – network Operations

MEK to post the responses on Google docs.

EC to read through, take notes, score responses by next Wednesday EC meeting.

1. MBI Update
	1. David Dvore – Pole survey starting, should take 30 days. MBI explained project to MIIA, MIIA is creating new form for bonding, prefilled with info from MBI. He was told that MBI is only including Ashfield in drafting the participation agreement. He emailed to the EC an updated list of terms we’d like to see in that agreement.
	2. At Sep 29 meeting, Dave Charbonneau stated MBI is Owner’s Project Manager, but we wanted to have MBI fund an OPM for the towns. Cost of OPM would be about 5% of build cost.
	3. Chris Lynch - the original design from Cartesian specified splits in the field, but MBI folks favor Active E design which requires extra fiber & splicing – so he expects the cost will be higher for the towns. David Dvore – regional design did not consider “edge conditions”, town will have to install poles to reach – extra $$. Leverett network cost $2.6M for ActiveE, Matrix estimated GPON network would have saved $900,000k. Leverett needed 2 huts due to fiber size. Leverett distribution fibers are very large [856 fiber cable] (e.g. used by Google Fiber/FIOS), harder to obtain and maintenance costs are high. GPON & N-GPON2 use different wavelengths, so both types can coexist on same fiber.
	4. Axia – Chris Lynch doesn’t think there will be enough towns to meet their subscriber requirements.
	5. MBI now allowing towns $25/pole for surveys, if they are doing their own design and construction. Matrix - $22.50/pole, including pole application paperwork. Towns might be able to opt out, do pole surveys (less expensive, more efficient and fast) and opt in. Steve Nelson will ask Todd about this. Chris Lynch – Osmose has good reputation; their strength is in pole maintenance. MBI goal – pole surveys complete in 10 towns by end of year. Jim, subsidy would cover pole surveys, but what about makeready, cost and timing. Todd said that MBI would do the pole applications. Steve Nelson Eversource fee is $10/pole. Jim Drawe – one utility required that cable size be included in application, so needs high-level design first. Craig Martin – heard suggestion that you can estimate size and then specify that.
	6. MBI Policy: Steve Nelson – this is a significant policy change. Encouraging towns to work with private partners. Use of MBI123 – if all connections are to the middle mile, that’s not really redundant. Jim Drawe – MBI seems to be receptive to spending more on construction to save on operations. He heard that Crocker is trying to form an MLP cooperative. Steve Nelson – this is a new opportunity for towns to work together – he’ll do an editorial with positive comments on the policy and MBI.
2. Discuss Plan A2 – Jim Drawe we need to evaluate RFI responses and develop proposal for towns by end November. Craig – what about vendors who don’t want to respond to RFI? Jim Drawe – we can construct biz plan and financial model based on what we have. We’ll go with RFPs if we have interest from the towns.
3. Committee Updates

Finance

* How much money left in MBI grant? Bob Labrie has copies of Jim’s requests to MBI (total of town grants assigned to WW was $80,000).
* Do we want to get legal counsel to give opinion of exemptions from 30B and labor laws?
* Bob Labrie is working on business case to request contributions from towns.
* Steve Nelson – thinks it would be better to issue stock rather than try to convert to LLC. Jim Drawe concerned about towns leaving, etc. and how to handle the stock.
1. Review other ongoing work, including meetings, conference calls
2. Other business which could not be reasonably foreseen within 48 hours of meeting
	1. David D – suggested requests for changes construction contract – he’d like to distribute to towns. SN – could it be sent to MBI as questions? David Kulp will be the first to work with MBI on the contract. Jim D- work with Outreach committee on wording. Okay to send.
	2. David Dvore: The new last mile policy in general, and specifically, "Unserved towns that seek financial and planning support from MBI for their Last Mile projects must build off of and utilize MassBroadband 123, unless the parties (MBI and the town) deem an alternative solution to be warranted.”
	3. David Dvore: I’m working on a survey to ask delegates to fill out. All EC members should review by tomorrow and send David any feedback.
3. Set next EC meeting – Wednesday, Oct 12 6:00pm at Old Courthouse

 Adjourned: 9:47pm